



**Corporate Offices**

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Instructions to create a Gmail account:

- Open your Web browser (Internet Explorer, Mozilla Firefox, etc.).
- Go to <http://www.google.com>.
- [Gmail](#) is one of eight links at the top of the page. Click it. After the page loads, click “create an account” in the lower right portion of the page.
- Fill in all required fields starting with your first and last name and desired log-in address. Your log-in name is also your e-mail address (Ex: johndoe@gmail.com, JD2009@gmail.com).
- Choose a password and confirm it.
- Choose a security question in case you forget your password. Pick from the provided options in the drop-down menu or write your own. The “learn more” link provides additional suggestions.
- “Word verification” is an added security measure. Read the word in distorted typeface and color, then retype it in the open field below. (Note: The word you will see is usually a random compilation of letters, not necessarily a real word.)
- When you complete this process successfully, click the “I accept. Create my account.” button. You will be redirected to your new Gmail inbox.

If you encounter problems using Gmail, Google offers a number of resources to help you. Log in to your account and click the “help” link in the top right corner of the Web page.